



CHARTER OF
The PARENT COUNCIL OF
AL AIN ENGLISH SPEAKING SCHOOL

VERSION 1.0

APPROVED BY THE PARENT COUNCIL COMMITTEE ON
JUNE, 2017

Article 1 - Name

The name of the council shall be the Parent Council of Al Ain English Speaking School

Article 2 - Objectives

To provide support and resources to the school for the benefit and educational growth of the children; to engage parents on relevant school policies; to foster parental engagement and involvement; provide an additional channel of communication and information sharing between parents and the school; to provide opportunities for parents and teachers to plan, conduct and participate in implementing policies, activities and services.

2.1. Purpose

The purpose of the Parent Council shall be:

- To provide a means of engagement that promotes co-operation between parents, the Principal, the Senior Leadership and school administration.
- To acquaint parents with strategies, activities and objectives of the school that will provide parents the opportunity to support each other and teachers in an informed, welcoming and supportive environment.
- The Parent Council will not engage in any political enterprise or campaign.
- The name of the organisation or the names of any of its officers shall not be used for any purpose except in connection with the regular work of the organisation.

2.2. Role

The school Parent Council is an advisory body, which may make recommendations to school administration on any matters the Council identifies as priorities, such as:

- Communication;
- Policies and guidelines;
- Parental involvement; and
- School improvement planning.

In addition to its advisory responsibilities, the school Parent Council shall:

- Support parent engagement in the Al Ain English Speaking School.
- Consult with other parents of students enrolled in the school about matters under consideration by the Council.
- Provide liaison with School Senior Leadership to the Parent Council Committee;
- Develop strategies/initiatives that the Parent Council Committee could use that enhances communication between school and parents and focused on engagement of student achievement and well-being;
- Assist in planning school activities and events as requested by the school administration;
- Ensure that its prime objective is to improve student learning;
- Promote the best interest of the school community.

The Parent Council activities may involve parents who are not members of the Council as appropriate.

The Parent Council may not make recommendations on the following matters:

- Personnel matters;
- The security of property;
- Commercial matters;
- Negotiations or litigation affecting ADEK; and
- Individual student issues.

Article 3 – Parent Council Membership

Parents of students currently attending Al Ain English Speaking School are automatically members of the Parent Council. Parents include parents by birth or adoption, stepparents, legally appointed guardians and persons in parental relation to a child currently attending Al Ain English Speaking School.

At the beginning of each school year, the Parent Council Committee shall send a welcome letter to inform parents of their automatic membership status and voting rights.

3.1. Voting Privileges

Every parent member has the right to vote at all Parent Council meetings unless there is a conflict of interest.

3.1.1 CONFLICT OF INTEREST

Parent Council decisions must be made by participation and vote of only those members of the Parent Council who do not have a conflict of interest. Any conflict of interest must be disclosed to the membership.

Article 4 – Parent Council Meetings

Parent Council Meetings will be as followed:

4.1. The Annual General Meeting (AGM)

The Annual General Meeting is important as it ensures transparency and accountability and it is essential that all parents of children in the school are invited and welcomed. Invitations should be extended to the Principal and as optional to members of the Board of Trustees.

The AGM will be held in term one (1) at least ten (10) working days written notice of the AGM should be given to all parents of children in the school along with the agenda and shall be distributed in languages spoken by parents at the school, whenever possible. The date of distribution shall appear on all notices.

Under no circumstances are Parent Council meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

Observers may speak and otherwise participate, if acknowledged by the PCC Chairperson.

4.1.1 ORDER OF BUSINESS

The order of business at the AGM, unless changed by the PCC shall be:

- Welcome
- Reading and Approval of Minutes
- Introduction of Parent Council.
- Old Business: PCC Chairperson's Report
- Principal's Report.
- Election of new Parent Council Committee (every elective year).
- New Business: ask parents what activities/issues of interest or concern.
- Collect names and contacts of parents interested in volunteering.
- Close

4.2. Extraordinary General Meeting (EGM)

Extraordinary General Meeting (EGM) is a special meeting of the Parent Council Committee that can be called for a specific purpose and it must be open to all parents at the school.

All parents in the school may attend the EGM meeting and are eligible to vote on the proposal(s).

A quorum for EGM shall consist of all current members of the Parent Council Committee. Participating in an EGM via electronic/virtual means will be deemed as present.

An EGM cannot be held unless there is a quorum present at the meeting.

4.3. Parent Council Quorum

Parent Council meeting is deemed quorate if the number of members of the Parent Council present on the date of meeting is not less than twenty (20) members including members of the Parent Council Committee.

4.3.1 QUORUM NOT PRESENT

If a quorum is not present within 45 minutes from the scheduled time of the meeting, the meeting shall stand **adjourned** to the same day in the next week at the same time and place, or to such other date and other time as the Parent Council Committee may determine.

4.3.2 QUORUM NOT PRESENT IN ADJOURNED MEETING

If a quorum is not present in the adjourned meeting within 45 minutes from the scheduled time of the meeting, the members present shall be the quorum (with no less than two ((2)) members).

Article 5 – Parent Council Committee (PCC)

5.1. PCC Composition

The Parent Council Committee shall consist of a maximum of twelve (12) parent members. (Who must be members in good standing), elected in accordance with the Parent Council as well as the following non-voting authorised members: the Principal, the PA to the Principal (who serves as Parent Committee Clerk) or a representative of the Senior Leadership Team.

To improve representation, nominations to the PCC will consider class representation where parents of children from each of the school class levels are nominated. As a minimum the PCC should have two (2) representatives for Foundation Stage; two (2) for Primary Stage; two (2) for Secondary Stage.

The PCC will have responsibility for representing the parents of Al Ain English Speaking School and managing the activities of the Parent Council.

5.2. Eligibility

PCC members must have a child enrolled in the school in order to be eligible for membership. The parents of the child may give permission for other relatives to participate in their place. Council members may serve consecutive terms as long as they continue to have a child enrolled in the school.

5.3. The Work of the Parent Council Committee

- The Parent Council Committee (PCC) will be responsible for ensuring that all parents are consulted on issues, which are relevant to the entire parent body.
- The PCC may advise the Principal and Board of Trustees on any matters relating to the school in accordance with the terms and legislations.
- The PCC is the team that will manage the tasks of the Parent Council on behalf of the parent body (the members).
- The PCC will draw up a plan for the activities of the Parent Council, in consultation with parents and in accordance with their wishes.
- The PCC will be responsible for seeing that activities are run in an efficient and effective way.
- The PCC will consult with the school Principal and Senior Leadership Team when planning the programme of activities for any particular year.
- The PCC will arrange with the Principal and Senior Leadership Team a system for on-going communication.
- At the Annual General Meeting (AGM) the PCC will report to the parent body (the members) about its work.

- The PCC will manage and account for any funds collected or expended by the Parent Council.

5.4. Parent Council Committee Meetings

- The Parent Council Committee (PCC) will meet at least once per month between September and June of each school year.
- At least one PCC meeting per trimester must be open to all parents at the school.
- Participating in meetings via electronic means will be deemed as present.
- Dates for meetings throughout the year may be set at the first meeting of the year.
- Each member of the Parent Council Committee shall be entitled to request for a special agenda item or voting on specific proposals. Such requests shall be included in the Agenda if given 5 days prior to the meeting date.
- Notification of upcoming meeting dates shall occur at least Ten (10) days prior to the meeting date set.
- The PCC shall invite the Principal and convene the Annual General Meeting (AGM) of each school year.

5.5. Voting of Parent Council Committee

Each member of the Parent Council Committee shall be entitled to one vote. Motions will pass with a majority. In case of a tie, the Chairperson or Deputy-Chairperson will make the final determination

The Parent Council Committee shall make decisions or express opinions using a group decision-making process and voting following discussions, debates or election campaigns.

Each member of the Parent Council Committee shall be entitled to initiate a call for voting on a specified proposal. The Chairperson shall include this request as an agenda item for PCC meeting.

At the discretion of the PCC Chairperson, and for matters of an urgent nature, or time-sensitive matters or where it would be more expeditious to do so or when it is not feasible for the Parent Council Committee to meet in person, email polling and/or electronic voting may be used to help facilitate decisions of the Parent Council Committee in accordance with the following:

- That extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.
- All communication will be shared as a group email with all members copied on correspondence including questions, responses and general commentary and a record will be kept of the email exchange.

5.6. Parent Council Committee Quorum

More than half of the total number of members of the Parent Council Committee shall constitute a quorum, allowing for official business to be transacted.

5.7. Parent Council Committee Sub-committees

The Chairperson will appoint sub-committees with the approval of the Committee Members. These sub-committees may be added to, deleted, or changed as deemed appropriate or necessary by the Committee Members. The sub-committees may not make decisions; they remain at all times accountable to the main committee. The sub-committees are the following:

Communication Sub-committee: This sub-committee will cover all aspects of electronic social media, publicity material and SMS on behalf of the Parent Council Committee and the Parent Council.

Engagement Sub-committee: This sub-committee will be responsible for encouraging parent participation, outreach and recruitment as well as co-ordinating parent volunteers for various activities along with staff and school administration when needed.

Strategy Sub-committee: This sub-committee will liaise between the Parent Council Committee, Parent Council, Principal and Senior Leadership. Attention will be given to reviewing, evaluating the activities of the Parent Council Committee, review Parent Council bylaws and advise the Parent Council Committee on their strategies based on consultation with the Parent Council, Principal, Senior Leadership and others in the school community.

Article 6 – Executive Officers

6.1. Executive Positions

Executive positions of the Parent Council Committee are:

1. Chairperson
2. Deputy-Chairperson.
3. Clerk

6.2. Term

The term of office shall be for two (2) years starting from the elective year of the Parent Council AGM and ending at the next elective year of the Parent Council AGM.

- Executive positions shall be chosen at the elective AGM meeting.
- The Chairperson shall be a parent nominated who has served at least one year on the Parent Council Committee.
- The Deputy-Chairperson shall be a parent representative from the Parent Council membership

6.3. Responsibilities of Executive Officers

PCC Chairperson: The duties of the Parent Council Committee Chairperson shall include, but not be limited to:

- Convene, preside and maintain order at the Parent Council Committee meeting.
- Ensure that an agenda is prepared in consultation with PCC members and presented 24-hours in advance of any meeting.
- Ensure minutes are recorded accurately and posted.
- Notify Parent Council Committee members of upcoming meeting dates.
- Take such actions, or ensure that such actions, are taken by others to achieve the objectives and purpose of the Parent Council.
- May call for Ad Hoc committees as needed.
- Be the official spokesperson for the Parent Council Committee.
- Maintain effective communication with all Parent Council members and the Parent Council Committee.

PCC Deputy-Chairperson: The duties of the Parent Council Committee Deputy-Chairperson shall include, but not be limited to:

- Assume the Parent Council Committee Chairperson's responsibilities in his or her absence.
- Assist the Parent Council Committee Chairperson in the performance of his or her duties as delegated.
- Maintain effective communication with Parent Council Committee Chairperson.

PCC Clerk: The duties of the Parent Council Committee Clerk shall include, but not be limited to:

- Record accurate proceedings at meetings.
- Maintain the file of copies of agendas, minutes and correspondence.
- Maintain effective communication with Parent Committee Council Chairperson.
- Assume the role of Treasurer where applicable and will be responsible for keeping account of the income and expenditure of the Parent Council finances. Provide a statement of income and expenditure at each Parent Council Committee meeting.

6.4. Vacancies and Removals

6.4.1 VACANCIES

Vacancies occurring on the Parent Council Committee between elections shall be filled by majority vote of the remaining members of the Parent Council Committee and may use related AGM records available with the Nominating Committee and Clerk. The PCC will notify the Parent Council of the changes.

6.4.2 REMOVALS

Any Officer or PCC member who fails to attend three (3) consecutive Parent Council Committee meetings may be removed from office by recommendation of the Parent Council Committee or motion from a Parent Council member and by majority vote of the membership present. Before the vote is taken, the officer shall be given the opportunity to submit in writing an explanation showing good cause, which explains his or her reason for not attending these meetings for the Committee's consideration.

Any officer may be removed by the Parent Council Committee whenever, in its judgment, the best interest of the Parent Council would be served. Officers may be removed from office only by a majority vote of the Parent Council Committee.

6.4.3 RESIGNATION

Any officer may resign from the Parent Council Committee at any time by giving written notice to the Chairperson or Clerk.

6.5. Elections of Officers

Officers shall be elected at the Annual General Meeting (AGM). Any timeline established by the Parent Council to complete the nominations and election process must adhere to this timeframe. The principal must be notified in writing of the date of the election at least Ten (10) days prior to the meeting date set.

6.5.1 NOMINATING COMMITTEE

Parent Council Committee shall meet during term one (1) and establish a Nominating Committee (in the elective year) at no less than twenty (20) days before the AGM date.

The Nominating Committee shall include at least one member from every main sub-committee (viz. Communication, Engagement, and Strategy).

The nominating committee shall solicit candidates from the Parent Council membership for recommendations of candidates for all offices.

If the Nominating Committee is not or cannot be formed by the required time frame, the Parent Committee must communicate that the nominations and election process outlined above will proceed under the direction of at least two members of the Parent Council Committee who are not running for office. These members will be selected to serve in this role by vote of the membership at the Annual General Meeting (AGM). They will perform the responsibilities and adhere to the timeframe outlined in this section of the bylaws.

The Nominating Committee will also be responsible for conducting the election meeting. This includes the following:

- Canvassing the membership for eligible candidates

- Preparing and distributing all notices of any meeting pertaining to the nomination and election process.
- Notices should be translated into languages spoken by parents in the school whenever possible.
- Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election.
- Verifying the eligibility of all interested candidates prior to the election
- Ensuring that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the AGM meeting.
- Scheduling the election at a time that ensures maximum participation.
- Ensuring that only eligible members receive a ballot for voting.
- Ensuring that the Principal, or his or her designee, immediately following, affirms the results of the election.

6.5.2 NOTICES

The meeting notice and agenda for the Parent Council membership meeting shall be available in English and translated into languages spoken by parents in the school whenever possible. The distribution date shall appear on all notices.

If nominations have been closed, the election meeting notice shall list all candidates in alphabetical order by surname under the office for which they are nominated.

6.5.3 CONTESTED ELECTIONS AND USE OF BALLOTS

- Written ballot shall be used in all contested elections.
- Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated.
- Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school whenever possible.
- Ballots shall be distributed once voter eligibility has been established.
- Ballots shall be counted immediately following the election and in the presence of the members.
- The incoming PCC Clerk shall retain ballots for six months.

6.5.4 UNCONTESTED ELECTIONS

- If there is only one candidate for an office, a member must make a motion for the recording Clerk to cast the electing ballot for the entire membership to elect the candidate to office. That action must be recorded in the minutes.
- Employees of the school and their spouses may not serve as Parent Committee executive officers with the exception of the Clerk.

Article 7 - Finance

7.1. Finance

The Parent Council Committee (PCC) activities are generally done on a voluntary basis.

The Parent Council Committee (PCC) may help in Fund-raising for the school to finance special activities provided that a prior and explicit approval is obtained in writing from the Principal or Board of Trustees to the specific purposes in accordance to the related legislations.

The Clerk will be responsible for keeping account of the income and expenditure of the Parent Council finances. The Clerk will give a statement of income and expenditure at each committee meeting.

A written statement of Parent Council income and expenditure will be given at the AGM and a copy will be forwarded to the Principal and Board of Trustees for their information.

Article 8 – Revision of Charter

8.1. Revision of Charter

Changes to the Charter can be made at a special meeting of the Parent Council Committee called an Extraordinary General Meeting (EGM) and can be called for that specific purpose and it must be open to all parents at the school.

Proposals to change the Charter must be submitted in writing to the Parent Council Committee. The PCC will then circulate these proposals to all parents at least ten (10) working days before the EGM date and have been reviewed and approved by the Principal.